



CITY OF ALTON

City On The Grow

BUSINESS PERMIT APPLICATION

PERSON APPLYING: _____ PHONE#: _____
OWNER/S: _____ PHONE#: _____
ADDRESS: _____ CITY: _____ ST. _____ ZIP: _____

SUBDIVISION: _____ LOT: _____ BLK: _____

BUSINESS NAME: _____ TYPE OF BUSINESS: _____

CURRENT ADDRESS FOR THE BUSINESS: _____

CHECK ONE:

☐ BUSINESS

☐ FLEA MARKET OWNER

(ACKNOWLEDGEMENTS)

"The permit hereby applied for is subject to all provisions and regulations of the International Building Code and its supplements, Texas Accessibility Standards/ Americans with Disabilities Act criteria, the Business Ordinance and the Flea Market Ordinance of the City of Alton. The applicant agrees to abide and be governed by said criteria."

PROPERTY OWNER OR AUTHORIZED SIGNATURE

DATE

PLEASE ATTACH ALL THE NECESSARY REQUIREMENTS BY THE CITY OF ALTON

OFFICE USE ONLY

☐ APPROVED OR ☐ DENIED BY: _____ DATE: _____

** IF DENIED, WHY? _____

509 SOUTH ALTON BLVD., ALTON, TEXAS 78573

OFFICE # (956) 432-0760

FAX # (956) 432-0766

Questionnaire for new Restaurant Opening

Location (Name of the Restaurant and Address)

Contact information (name, phone #, email address if they have one):

Hour per day and days per week:

Type of food to be served:

Kitchen fixtures including floor drains:

<input type="checkbox"/> 3 Compartment Sink	<input type="checkbox"/> Fridge/ Freezer	<input type="checkbox"/> Grills	<input type="checkbox"/> Other
<input type="checkbox"/> Hand wash	<input type="checkbox"/> Dough Mixer	<input type="checkbox"/> Fryers	
<input type="checkbox"/> Mop sink	<input type="checkbox"/> Blenders	<input type="checkbox"/> Prep table	
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Ovens	<input type="checkbox"/> Ice Makers	
<input type="checkbox"/> Floor Drains	<input type="checkbox"/> Stoves	<input type="checkbox"/> Microwave	

Seating Capacity:

Comments:

BUSINESS

REQUIREMENTS:

- ☐ Application
- ☐ Lease of property
- ☐ Site plan with parking lot
- ☐ Water bill
- ☐ Sales Tax Permit- State Comptroller (956) 687-9227
- ☐ Must register business at Hidalgo Court House at (956) 318-2656
- ☐ YEARLY FIRE INSPECTION- ALTON FIRE DEPT (956) 581-5800
- ☐ HIDALGO COUNTY HEALTH DEPT - (956) 383-6221
- ☐ BUILDING MUST BE CONNECTED TO CITY SEWER
- ☐ RESTAURANT- GREASE TRAP IS REQUIRED
- ☐ CERTIFICATE OF OCCUPANCY- \$20.00 (WILL BE ISSUED ONCE APPROVED BY THE CITY)

INCLUDING:

- **SITE PLAN-** MUST BE DRAWN TO SCALE, LOCATION AND DIMENSIONS OF EASEMENTS/RIGHT-OF-WAYS AND DRIVEWAY & SIDEWALKS MEASUREMENTS
- **FLOOR PLAN-** TOTAL LIVING, PORCH, PATIO, GARAGE, ETC. SQUARED MEASUREMENTS
- **SETBACKS-** MUST INCLUDE FRONT, SIDES, AND BACK, WITH LOT SIZE
 - **LIVING AREA-** MINIMUM 900 SQ. FT.
 - **DRIVEWAY-** TWO (2) OFF STREET PARKING (400 SQ. FT. MINIMUM)
 - **SIDEWALKS-** MINIMUM 5 FT. WIDE ON NEW SUBDIVISIONS

- ☐ **BUILDERS (RES-CHECK)-ENERGY EFFICIENCY OF HOME**
(www.energycodes.gov)

** IF YOU, THE APPLICANT ARE NOT THE PROPERTY OWNER, YOU MUST PROVIDE A CONTRACT OR NOTARIZED LETTER AGREEMENT IN WHICH YOU'VE BEEN GRANTED AUTHORIZATION TO BUILD

NOTE: THE CITY OF ALTON REQUIRES A LICENSED PLUMBER, ELECTRICIAN, AND A/C TECHNICIAN

<u>FEES:</u>	CITY APPLICATION- \$15.00
	ADDITION OR REMODELING- .09 CENTS X SQUARE FOOTAGE PLUS- \$35.00
	BUILDING PERMIT- BASED ON VALUATION CHART
	** SEE EXHIBIT "A" ORDINANCE 2007-06**
	SWSC- LETTER OF COMPLIANCE FOR WATER METER- \$10.00
	SEWER PERMIT FEE- \$885.71
	COPIES- \$1.00 FOR THE 1ST PAGE, .25 CENTS ADDITIONAL COPIES
	RE-INSPECTION- \$15.00